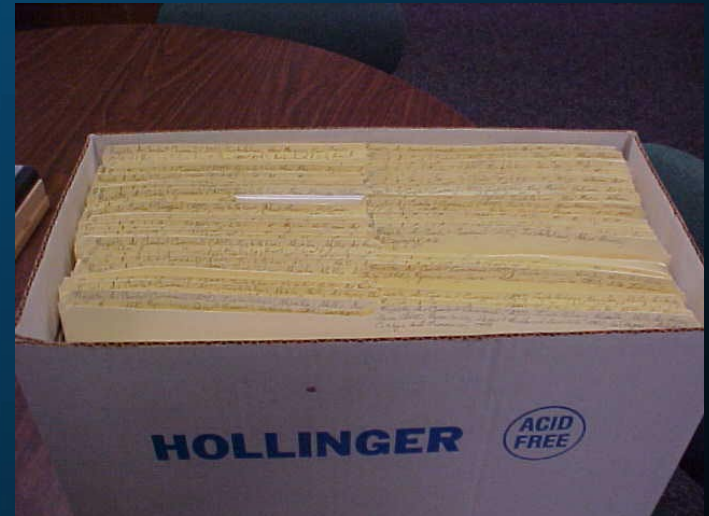
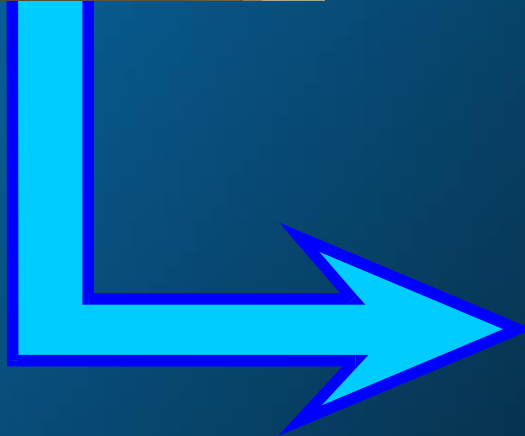


Archival Processing for Hire or, How I Learned Not to Get Attached to My Collections

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How Do I Get From Here to There?



Steps in Archival Processing

1. Arrangement
2. Repackaging
3. Labeling
4. Cross-indexing
5. Description (Finding Aid)
6. Duplication of Collection



Determining the Rehabilitation Level

- How many of the six listed tasks still need to be done for compliance with 36 CFR Part 79?
- The answer is the rehabilitation level.



Typical Record Formats

- Paper (letter- and legal-size paper)
- Photographic (slides, prints, and negatives)
- Cartographic or oversize (maps and charts; anything larger than 8 ½ x 14)
- Electronic (digital images, CDs, and disks)
- Audio-visual (audio and video cassettes and microformat)



Calculating Time Required

- **Conduct Time Motion Studies to Answer the Following Questions.**
 - ◆ **For a single linear foot of paper records (at each rehabilitation level), what is the average time for processing?**
 - **Ask this question for each record format.**



Calculating Labor Costs

| Rehab Level | Paper | Photo | Elec. | A-V | Oversize |
|-------------|-------|-------|-------|-----|----------|
| 1 | | | | | |
| 2... | | | | | |
| Average | 28 | 36 | 22 | 18 | 52 |

**(Hours required) x (labor rate + overhead rate)
= Total Labor Cost**



Differences in Labor Cost

Cataloging

● Folder Level

- ◆ Sufficient for most paper records.
- ◆ Quickest and easiest cataloging to do.
- ◆ Most cost-effective.
- ◆ Descriptive file titles can always be created if original data is lost or missing.

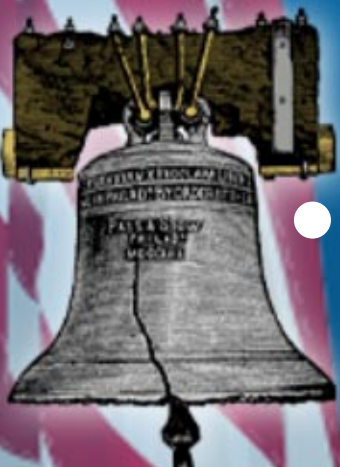
● Item Level

- ◆ Particularly helpful in photographic and cartographic collections.
- ◆ Very labor intensive.
- ◆ Very cost-prohibitive.
- ◆ Sometimes impossible to do because data is lost or missing.



Calculating Duplication and Supply Costs

- Determine the cost of duplication for one linear foot of paper records.
 - ◆ Calculate this for each record format.
 - Determine the cost of expendable supplies (e.g., folders, slide sleeves, archival boxes, etc.) for one linear foot of paper records.
 - ◆ Calculate this for each record format.*
- *Don't forget to account for supplies for packaging the duplicate copy!
- Add these two costs together for the total supplies cost.



Calculating Supply and Duplication Costs

| Rehab Level | Paper | Photo | Elec. | A-V | Oversize |
|-------------|-------|--------|-------|-------|----------|
| 1 | | | | | |
| 2... | | | | | |
| Average | \$237 | \$2087 | \$254 | \$164 | \$1000 |

Duplication and supply costs vary widely between record formats. These costs can be significant, so don't be caught short!



Some Observations

- **The single most common task left uncompleted is the duplication of the collection.**
- **The second most common task left uncompleted is the description or creation of a finding aid.**



Putting It All Together

- Once you have calculated the time required for rehabilitation of record formats, use the formula provided to calculate labor costs.
- Once you have labor costs and expendable supply costs calculated, use the following formula.



Putting It All Together

$[(\text{Labor}) + (\text{Supplies})](\text{extent of record format present}) = \text{Total cost for rehabilitation of that record format}$

***NOTE:** To get a total cost for each collection, you must use the above formula for EACH record format, then add the totals.

| | |
|---|---------------|
| Cost for rehab of Paper Records: | \$ XX |
| Cost for rehab of Photographic Records: | \$ XXX |
| Cost for rehab of Electronic Records: | <u>\$ XX</u> |
| TOTAL Rehabilitation Cost: | \$ XXX |



Alternate Method for Calculating Rehabilitation Costs

- For a single linear foot of records (i.e., mixed record formats), what is the average time for processing?
- For a single linear foot of records, what is the average supply cost?



Summary

- Despite the subjectivity and variables involved, costs for archival processing CAN successfully be calculated.
- Because of the widely varying costs of processing, duplication, and supply costs, however, a rather detailed analysis is recommended when calculating these costs.

